Addendum 1 to RFP
9/17/04

1. Please clarify what is needed to demonstrate the payroll thresholds for our financial resources. Is it an overall payroll of 2,000,000 covering pay periods for 3 months or is it a single pay period of $2,000,000.

Answer: Please refer to the General Instructions paragraph 5.2. A discussion of some of the methods of qualification that may be used are included. The requirement is for meeting a payroll of $2,000,000 over a three month period. Therefore you meet the criteria if you have a cash flow of $666,666.67 for each of three consecutive months. (i.e. $2,000,000 for 3 months). Or if you only pay your people once every three months, then its $2,000,000 for that pay period.

2. In Attachment A1 Page 1 line 14 Question: 4. Name, address, and phone number of cognizant Government Audit Agency representative: Does GSA Rep considered Audit Agency Rep? If not what kind?

Answer: No. This refers to the cognizant audit agency, which is the Defense Contract Audit Agency (DCAA); and the cognizant Government Administrative Contracting Officer (ACO) who resided with the Defense Contract Administrative Services (DCAS). These individuals can be found by contacting your local Small Business Administration (SBA) Representative. They should have a listing of these individuals. They are assigned by geographical area.

3. In the Specimen Contract dated September 1, 2004, Article 1, paragraph 3.14 states "JPL CONTRACTOR SAFETY AND HEALTH NOTIFICATION FOR LABOR HOUR CONTRACTS" shall be submitted to JPL, as required by Article 3, paragraph 22. But if you go to Article 3, paragraph 22.0 it is titled "Assignment, Notification and Transfer". Should the correct reference cited in Article 1, paragraph 3.14 be as required by Article 3 paragraph 21.0, Safety and Health Orientation Checklist.

Answer: The reference to paragraph 22 is wrong. The correct reference is 21.

4. The final TSEP RFP provides an Exhibit 14, Safety and Health Orientation Checklist dated January 5, 2004. The Draft RFP contained a more recent version of Exhibit 14 dated June 11, 2004. Which version is correct?

Answer: The current version dated January 5, 2004 in the Final RFP is correct.

5. In the Article 1, paragraph 3.8 of the Specimen contract it indicates in the right-hand margin the Summary Reconciliation Report, the CLEI Reconciliation Report Detail and the Monthly Status and Cost Report Summary are all due "Monthly within 10 days of the last pay period". But in Article 2, paragraph 11.5, Reconciliation Reports, it states the "CLEI Reconciliation Report Detail shall be submitted weekly" and the "monthly Summary Reconciliation Report shall be submitted by the fifth working day following the week ending of each JPL fiscal month." What are the correct frequencies and due dates for these reports?

Answer: Article 1 is not correct. The correct frequency is in Article 2.

6. In the Specimen Contract, Article 1, paragraph 3.17, it states "Exception Report as required by Article 2, Paragraph 11.12, Every other week. There is no paragraph 11.12 in Article 2. What is the correct paragraph reference and frequency of submittal?

Answer: The reference to Article 2, paragraph 11.12 is not correct. The correct reference should be Article 1, paragraph 1.1.12.

7. What are considered “sensitive positions” for the purpose of drug screening? Is this cost reimbursable as per Specimen Contract, Article 2, 13.1?

Answer: There is no requirement for Drug Screening in Article 2, paragraph 13.1.

8. The term limit as stated in the Specimen Contract, Article 3, 24.0 – when does the 3 year term start, is it at the beginning of the new contract? We intend to transition individuals from the current contract to the new contract, many of whom have worked on TSEP for an extended period of time, how do we calculate their 3 year term limit? This could have a significant impact on our benefits calculation as it relates to vacation.

Answer: The three year term will commence from the date of the new contracts.

9. Should the Benefits Expense % in A-18, Column C include all of Volume I, Table 1 (Benefits Summary) benefits costs?

Answer: Yes.

10. Should the completed version of Table 1 (Benefits Summary) be counted as part of Volume I's 40 viewgraphs limitation or should it be included as an Attachment to Volume I?

Answer: This is a part of the page limitation.

11. We are planning to use viewgraphs for our "discussions on cost which will take place after the Management Volume presentation" (Addendum 7 to the Draft RFP Answer Number 2). Would you like copies of our "cost viewgraphs" to be included with our Volume I submission or should we bring copies with us to the orals?

Answer: Please provide 6 hard copies to be submitted with your proposal as requested in the General Instructions paragraph 2.1.1 of the RFP.

12. What is the estimated time between proposal submission and the start of orals? How many days will we have between the time we are notified with our oral date and the actual orals?

Answer: We estimate you will be given an advance notice of at least 1 week prior to the commencement of "Orals". Depending on the number of proposals submitted, the exact time cannot be currently estimated. Though some proposers will have orals later than others, all will be given an equal amount of time to prepare in order to ensure fairness to the selection process.

13. How many TSEP personnel will be required to drive vehicles? What type of vehicles (vans, folk-lifts, etc.) and which labor categories?

Answer: None!

14. Attachment B-18, the number of TSEP Personnel (SCA Labor Classification) does not add up to 114. What is the discrepancy?

Answer: The correct number should be 118. Sorry for the addition error.

15. Attachment B-18, in the SCA Labor Classification Table, there is mention of a Technical Writer, however, did not find that position in the Table with the start dates.

Answer: The technical writer should have been deleted from both tabs.

16. In the Table with the start dates, there is mention of a Laborer, did not find that position in the SCA Labor Classification Table.

Answer: The laborer should have been included in both tabs.

17. How would JPL like to receive our demonstration of 50 bona fide employees? If we can submit an attachment, would you like it attached to the Cost Proposal or Management Proposal? Same question with our financials.

Answer: General Instructions of the RFP under section 5.4. states that you are required to provide a thorough discussion in your cover letter with proof that you meet the mandatory qualification criteria. You may choose to make a long letter or attach a qualification statement to this cover letter. It is your choice. If you are submitting financial information in support of the Cost Proposal volume and this is not a mandatory qualification criteria, then submit it in the Cost Volume.

18. Regarding Past Performance: for 2.1.7 – do you want a specific breakdown of job descriptions & education for each individual employee or do you want the information on more broad terms i.e. "System Engineer", etc. We have customers reference that we have over 45 individuals working.

Answer: Past Performance Volume, paragraph 2.1.7 requires job title and job description including education and experience. Be as detailed or as short as you want to be. Your response will be evaluated appropriately. Submit as many individuals as you wish for each Contract you are supporting.

19. Regarding Past Performance: for 2.1.3 – Some of our contracts require that we only work through a single point of contact. This person is the cognizant administrator who is in contact with the technical managers, which can number up to 100. Please advise if contacting this representative will satisfy your request for information.

Answer: A single point of contact from your customer is acceptable. However, if you are referring to your own company acting as the representative or the point of contact for past performance on your employees, then this will not meet our requirements. If a contact with your customer cannot be made directly, then the past performance for this sample will be marked as non-responsive.

20. How long will the transition period last. Is there a deadline established by which each contractor must select their next vendor?

Answer: The transition phase of this effort will most likely be complete within 2 months after award of Subcontracts. As for “Contractors” selecting their next vendor, it is assumed you mean TSEP employees transitioning to new employers? There will be a deadline established for each TSEP employee and that will be established on a case by case basis but in no way will it exceed the 2 month transition period.

21. Are existing consultants provided health benefits (medical, vision, dental)?

Answer: This information will not be released.

22. Are existing consultants offered a HMO or PPO health plan or both?

Answer: This information will not be released.

23. What is the range of contribution toward consultants’ health benefits by the existing suppliers?

Answer: This Information will not be released.

24. Are existing consultants offered life insurance benefit by their employers?

Answer: This information will not be released.

25. What is the range of contribution toward consultants’ life insurance and or accidental death by the existing supplier?

Answer: This information will not be released.

26. What is the range of contribution toward consultants’ life insurance and or accidental death by the existing supplier?

Answer: This information will not be released.

27. Are existing consultants offered 401K matching by their employer?

Answer: This information will not be released.

28. What is the range of matching provided by the employer (dollar for dollar up to 2% of consultants' contribution, dollar for dollar up to 4% of consultants' contribution etc)?

Answer: This information will not be released.

29. Are consultants offered paid vacation or paid time off or paid holidays?

Answer: This information will not be released.

30. What are the ranges of paid vacation or paid time off or paid holidays offered by existing suppliers.

Answer: This information will not be released.

31. What is the current average/hour Employee contribution to benefits packages?

Answer: This information will not be released.

32. What does JPL consider an Electronic billing system (capturing hours worked by consultants electronically (email), via the WEB or other method)

Answer: A system for capturing hours worked by individual TSEP employees through the end product of providing an invoice to JPL.

33. JPL has asked us to discuss in detail how we plan to integrate an electronic billing system and our plans for integrating with JPL. What type of system does JPL that they would like to have us integrate to?

Answer: Use whatever accounting system you may wish to propose to transmit the invoice details in Exhibit 10.

34. How many TSEP vendors does JPL propose awarding contracts to?

Answer: 2 or more. Most likely 4.

35. How will indirect labor expenses be negotiated for any applicable option period following the base period of the contract?

Answer: You provide them in your proposal. These are hard options and will not be negotiated at option award. They will be exercised.

36. Attachment A-18 was supposed to be updated to change the % sign to a $ sign?

Answer: Attachment A-18 was corrected. On Page 4 of 9, Column D was corrected from % to $. The current RFP is correct.

37. General Instruction 9.2.7 - Must the cost proposal presentation be included in the two hours indicated in 9.2.4? Are viewgraphs required, desired or forbidden? Are viewgraphs to be submitted with the Cost Proposal?

Answer: The cost proposal presentation is part of the initial 2 hour limitation though it is not envisioned to be a significant part. Cost and Management questions will be addressed during the afternoon session. View graphs for the cost section are optional but hard copies are required. All cost documentation is due at time of proposal submission. No additional documentation will be accepted after the proposal due date.

38. Vol. 1 Management Instructions 2.1 - Please clarify which of the requested benefits contribution data are to be provided in Volume 1 Management vs. Volume 2 Cost.

Answer: Benefit information per table 1 is to be provided in the Management Volume of the RFP. All cost information associated with this RFP that includes dollar figures and percentages is to be provided in the cost volume.

39. In the cover letter it states the requirements of a Proposer are as follows: Must be able to meet any of the following NAICS codes (541511, 541512, 541513, 541519) and must certify that the company is no larger than the size standard. However, Attachment A-6 Notice of Small Business Set-Aside only references Standard Industrial Classification (SIC) codes throughout the attachment and requires vendors to fill in the codes. Should JPL revise the language on Attachment A-6 to reflect NAICS code language throughout the document and insert the NAICS codes listed in the cover letter?

Answer: Disregard the SIC codes in A-6 and instead put in the NAIC codes assigned to this contract. This attachment is out of date.

40. Again on Column D, the instructions specify that it be a dollar per hour on the employee's direct labor earnings. Does this mean total hours, i.e., 2080, in the year, or just the total billable hours, i.e., 1840, in a year?

Answer:

41. RFP states that the Volume III Past Performance is due two weeks after release of final RFP. However, would you please provide an exact due date that JPL must have Volume III?

Answer: September 17, 2004.

42. The NAICS codes that you have identified as a prerequisite to submit a bid are all IT services companies. It appears that 52% of the staffing requirements are IT and the rest are technical, professional and clerical. With only IT services companies permitted to bid, how will you staff the balance of your requirements?

Answer: Any company which meets the size standards under the NAICS codes identified may submit a proposal. NAICS codes do not restrict a business from submitting bid due to industry classification, but are instead used to establish a size standard. Any company associated with staffing can submit a proposal providing they meet the size classification.

43. This appears to be primarily a contract staffing effort. Contract staffing companies have a NAICS code of 561330. As this is a Small Business set aside and the upper size limit for these companies is $11,500,000, are these NAICS codes used primarily to increase the size of companies permitted to bid?

Answer: No. As stated above, the NAICS codes were developed by our Small Business Representative because they fit 52% of the current TSEP business base. They do not represent all of the current TSEP business base, but they do represent the single largest majority.

44. Once the companies have been identified how will the future requisitions be broadcast? Will all approved vendors be copied on all requirements?

Answer: Each new job requisition will be distributed to all of the TSEP companies. Each TSEP Subcontractor will be given an opportunity to submit resumes in support of each new job requisition.

45. You posted eleven addendums (Questions & Answers) to the Draft RFP – are those questions still valid?

Answer: The current RFP supercedes the Draft RFP and all draft addendums. Where there is no conflict with the current RFP, the advice previously given is still valid.

46. Please clarify - For task-order type contracts, will reference be required for agency as a whole or can references be by task order?

Answer: We assume you are referring to Past Performance? References need to be given by contract.

47. Please clarify - What is meant by a "viewgraph" ? Are they transparencies or CDs?

Answer: Either type of presentation is ok.

48. Exhibit 14 states the company's Injury and Illness Prevention Program (IIPP) must be approved by the JPL. However, the IIPP is not listed as a deliverable document in paragraph 3.0, Delivery Requirements, of the Specimen Contract so the due date and frequency of submittal are not provided. What is the due date for delivery of the IIPP to JPL? How often must the IIPP be updated and resubmitted?

Answer: The initial IIPP is due approximately 1 week after contract award. Updates are infrequent and on an "as required" basis due to some substantial change in events.

49. How does JPL's system communicate to the subcontractor the proper project/task number for each TSEP person? Specimen Contract Exhibit 10, Invoicing and Financial Reports, indicates that JPL informs the subcontractor of the correct project/task, but does not indicate how or when JPL provides this information.

Answer: The JPL Subcontract Work Order (SWO) Manager will provide this information to the Subcontracts Manager at the time of SWO execution. The Subcontracts Manager will ensure this information is passed down to the TSEP Contractor.

50. Ref. section 1.1.9, “Provide a local office within 15 miles of JPL to support operations at JPL and a broadband ground-based internet connectivity between the Subcontractor’s facility and JPL.” What is the specific meaning of “between” the Subcontractor’s facility and JPL? If the subcontractor maintains a high-speed broadband ground-based connection with an Internet ISP – does this qualify? Or, does the Subcontractor need to obtain a secure, direct connection between Subcontractor’s facility and JPL?

Answer: An ISP connection qualifies. There is no need for a dedicated secure line.